

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OP/BS	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
CIA REVIEW COURSE						<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/>	PERSONNEL		TRAINING	ADMIN. GENERAL	
			LOGISTICS		SECURITY	OTHER (specify)	
			MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
3		Monthly			1 (one)		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Memorandum		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			Unknown		
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
CPB				NONE			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-05	\$3.78		3.80		\$14.36		12 \$172.32
GS-14	10.70		20		2.14		12 25.68
							\$198.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
N. A.							
TOTAL COSTS PER YEAR						\$198.00	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Requirement established by the Office of Training. Origin date unknown.							
Justification for report doubtful.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input checked="" type="checkbox"/> DISCONTINUE						MAN-HOURS DOLLARS 48 \$198.00	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					
8 October 1979		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150015-5 Chief, General Processing Branch					